

## School Programs Contract

Use this check list to prepare for your free Structured School Program (SSP) field trip/s. Please return it to Jaime Thom by email or fax no later than 1 month before your trip.

School Name: \_\_\_\_\_

Reservation Number/s: \_\_\_\_\_

Date/s of Field Trip: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Latest Departure Time: \_\_\_\_\_

\*This will be used to figure out program times if you arrive late.

Program Time/s: \_\_\_\_\_

Grade Level: \_\_\_\_\_

- I have received permission from my school/district to bring my students to the South Carolina Aquarium.
- I have secured transportation for our field trip to the Aquarium and we will be travelling by (school bus, charter bus, car,...): \_\_\_\_\_
- My final number counts for students, teachers and chaperones are as follows. If this number changes by more than just a couple, I will inform Jaime Thom. If you are coming more than 2 days, please put numbers on the side.

Day 1: \_\_\_\_\_ Day 2: \_\_\_\_\_

Students: \_\_\_\_\_ Students: \_\_\_\_\_

Teachers: \_\_\_\_\_ Teachers: \_\_\_\_\_

Chaperones: \_\_\_\_\_ Chaperones: \_\_\_\_\_

- If adding extra chaperones above the 1:6 free ratio, I will call Jaime to arrange payment after faxing/emailing this form.
- All science teachers bringing their students have attended or will attend a SSP Teacher Workshop.
- I have read the Behavior Agreement (on page 2) and will inform all teachers, chaperones and students of the rules. All parties must agree to abide by Aquarium rules.

This form is due no later than 1 month before your SSP field trip/s as well as an arranged payment of extra chaperones if that applies to your trip. By signing this form, you agree to all payment, reservation, and behavioral requirements. Please sign on the line below and email, fax or mail this page to Jaime Thom.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Jaime Thom  
School Programs Manager  
[jthom@scaquarium.org](mailto:jthom@scaquarium.org)  
Phone (843) 579-8562  
Fax (866) 785-8406

South Carolina Aquarium  
100 Aquarium Wharf  
Charleston, SC 29485  
[www.scaquarium.org](http://www.scaquarium.org)

## Behavior Agreement

The South Carolina Aquarium is a place where small children, students, and adults come to explore, to discover, and to learn about the diverse aquatic habitats of South Carolina. To make your visit as meaningful and enjoyable as possible, please discuss the following with your students and chaperones before they visit the Aquarium.

### For Students

We agree to the following:

- We will stay with our chaperones at all times!
- We will share the Aquarium with other students, schools, and visitors by treating with courtesy and respect.
- We understand that the Aquarium is a place of exploration, discovery, and learning. We will not use loud voices, run, climb on exhibits, chew gum, or drink inside the Aquarium.
- We will help to keep the animals safe and healthy. We will not scare them, handle them roughly or tap on the windows.
- We will not feed the birds on the Riverside Terrace or in Liberty Square Park.
- We will use the stairs and the escalator and will not play on either. We will reserve the elevator for guests with strollers and for anyone that might have difficulty traveling through the Aquarium.
- We understand that any person who breaks an item in the Aquarium's Gift Shop will be required to pay for the item.

### For Chaperones

We agree to the following:

- I understand that I am responsible for remaining with my group and monitoring the students at all times.
- When involved in a program or educational activity, I will refrain from behavior that may distract the students, such as talking on a cell phone or to another parent or teacher.
- Since Aquarium staff is responsible for teaching all students in a group, I will be responsible for assisting students with dietary needs, bathroom breaks, and any other need that may arise outside of the educational activity.
- I will do my best to ensure no student is left alone in any situation.

### For Teachers/Leaders

I have read the Behavior Agreement to my group and accept responsibility for their behavior in the South Carolina Aquarium. I understand that my group will first be given a verbal warning if the Behavior Agreement is broken. If my group does not heed the warning, I understand that we will be asked to leave the Aquarium. Further, I understand that I will not be allowed to bring any other students to the Aquarium for a full year. I am also aware that my administrator will be contacted and that any other groups from my school will require an increased ratio of 1:5 chaperone/student.